



# U. S. MISSION

## Vacancy Announcement

### Riyadh – Jeddah - Dhahran

15-61

VACANCY ANNOUNCEMENT - DHAHRAN

04/12/2015

OPEN TO	SAUDI NATIONALS ONLY
POSITION	SURVEILLANCE DETECTION (SD) SHIFT SUPERVISOR, FSN-05, TRAINEE LEVEL; POSITION #100232
OPEN DATE	SUNDAY, APRIL 12, 2015
CLOSING DATE	SUNDAY, APRIL 26, 2015
WORK HOURS	FULL TIME; SUNDAY TO THURSDAY (40 HOURS/WEEK)
SALARY	*ORDINARILY RESIDENT: POSITION GRADE: FSN-05, SR 58,386 TRAINEE LEVEL (ANNUAL BASIC SALARY EXCLUDING ALLOWANCES)

The U. S. Consulate in Dhahran, Saudi Arabia is seeking an individual for SD Shift Supervisor position.

#### **Basic Function of the Position**

Provides daily shift supervision to the Surveillance Detection Team. The Surveillance Detection Team provides security for USG facilities, employees and family members by performing procedures to detect, recognize and report on surveillance directed against US Government facilities and/or personnel and provides support directly, or by calling for assistance. In case of imminent attack, the Surveillance Detection team calls for immediate assistance and takes action to prevent death or injury to personnel and/or destruction of property.

#### **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:**

1. **Required Education**: Secondary school completion is required.
2. **Required Experience**: 2 years of supervisory work experience in any field is required.

**3. Language Requirements:** Level II English (Limited working knowledge -reading, writing, and speaking) is required. Level IV Arabic (Fluent-reading, writing and speaking) is required.

**4. Knowledge/Other criteria:** Must be familiar with procedures for conducting and reporting surveillance and capable of discerning normal patterns and behaviors. Must be able to conduct area analysis and identify choke points and travel routes.

**5. Other Skills:** **Valid driver's license required;** skilled in use of technical equipment such as digital and video cameras required. Level III Keyboard/typing and basic computer skills required along with familiarization with photo software is desired. Must be able to work independently. Must have strong organizational & management and personnel skills.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period **are not eligible to apply.**
3. Current LE Staff employees of the Mission applying for vacant position announcements must have served a minimum of twelve (12) months in their current position in order to be considered for any vacant position.
4. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

#### **TO APPLY**

Interested applicants for this position **must** submit the following or the applications will not be considered:

1. Application for U.S. Federal Employment (DS-174).
2. A current resume or curriculum vitae.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned and references) that addresses the qualifications requirements of the position as listed above.

**SUBMIT APPLICATION AND ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT TO:**  
**[HRORiyadh@state.gov](mailto:HRORiyadh@state.gov)**

#### **DEFINITIONS\***

**Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

The U.S. Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The

Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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